

**RFP**  
**Consulting Services for Residential Recycling Collection**  
**Events**  
**Job No. 56-16-PW**  
**December 1, 2016**  
**Questions and Answers**

Following are the questions received by the November 30<sup>th</sup> deadline for this project:

- 1) Do you want a police officer at each event? **The Consultant is responsible for traffic control which may be provided by the Consultant's staff with a current Washington State Flaggers Certification if traffic control is provided the City right-of-way, a subcontracted traffic control service provider, or an off-duty police officer.**
- 2) The consultant will be responsible for securing the event location, correct? **Yes, the Consultant is responsible for securing the event location. The Consultant will be reimbursed for any event location rental fees.**
- 3) Are you open to hosting events at a new location? **Yes, the City is open to hosting events at a different location.**
- 4) Would you be willing to host events on a Sunday? **The City prefers to hold events on Saturdays. However, the City would consider hosting an event on a Sunday as a pilot.**
- 5) I don't see scrap metal on the list, do you still plan to collect scrap metal, in addition to appliances and electronic equipment? **Yes, the City wishes to accept scrap metal. Scrap metal was omitted in error and RFP Attachment A will be amended to reflect this change.**
- 6) You plan to collect car seats but do not indicate that there will be a user fee. Is that correct? FYI - Total Reclaim, who has been collecting the seats, has not set pricing for 2017. **The user fee notation in the RFP Attachment A for cars seats was omitted in error. The City does wish to collect cars seats and a use fee is allowed to be collected, if necessary.**
- 7) You plan to accept bulky wood at both spring and fall events, correct? OER is concerned that there will not be enough space on the current event site for both scrap metal and bulky wood collection. Is the City flexible on wood collection? **The City would prefer to accept bulky wood at both the spring and fall events due to customer demand. However, if there is not adequate space available at the event location, the**

City is open to not collecting bulky wood or placing limits on the amount of bulky wood material each customer may bring to the event.

8) More clarification. The RFP states: "*The Consultant shall not be compensated for incidentals such as the rental of traffic control devices, signage, food and beverage, or other materials that could reasonably be construed as being included in the cost of each event and borne by the Consultant.*"

I understand this to mean that the City will no longer pay for lunch, refreshments, and incidental safety equipment. Keep in mind that there are items that the King County Health Dept requires to be on site (water, gloves, safety equipment, eye wash, etc) as well as the requirement that food and water be provided if event staff is not allowed to leave the site. We don't want vendors to leave the site in the middle of the event to get food but we can't officially stop them if food is not provided.

The City regards incidentals such as signage and safety equipment as Consultant overhead and costs of doing business that should be borne by the Consultant. The Consultant is welcome to provide food and refreshments to its employees and subcontractors but the City will not reimburse the Consultant for those expenses. Per [WAC 296-126-092](#), the City is not obligated to provide meals and refreshments to its employees, consultants, or contractors. Providing meal periods to its employees and compliance with applicable WAC and RCW is the responsibility of the Consultant and its subcontractors.

9) Does the City want to see commodity/recycling vendor costs in the proposal? Proponents may include commodity/recycling vendor costs in their proposals, at their discretion.

10) Does the City pay the vendor invoices, or does the consultant pay the invoices and submit to the City for reimbursement? The consultant pays the vendor invoices and submits an invoice to the City for full reimbursement.

11) Are residents limited to 10 fluorescent bulbs (in one day) at no cost under the LightRecycle program? Yes, participants are limited to ten fluorescent bulbs or tubes. Will the City collect additional or bulbs not included in the Light Recycle program? Additional bulbs over the limit of ten per participant will not be accepted. Bulbs not accepted by the Light Recycle program will not be accepted.

12) Does the City want to collect "non-covered electronics" not included in the E-Cycle [Washington] program? Items such as a mouse or a charging cord. Yes, non-covered electronics such as computer peripherals, DVD players, game consoles, and other electronic items will be accepted.

13) Does the City have any quantity limits on items besides wood and bulky yard debris, and possibly fluorescent bulbs? For instance, any limits on mattresses? There is a limit on confidential material shredding which is no more than the equivalent of four file-sized boxes (12" x 12" x 16") of papers per participant. The number of passenger car tires (18") not on the rim is limited to four per participant. There is a limit of two carload of bulky yard debris per household.

14) If items are sold at the event, does the City staff collect the money on the event day? If user fees are charged, the vendor collects the money and remits to the Consultant who will credit any revenue in its invoice.

15) Does the City want to use any City staff at the events? No.

16) Does the City want to offer Master Recyclers or other volunteers the opportunity to assist on the day of the events? The City would consider allowing Master Recycler or other volunteers the opportunity to assist on the day of the events.

17) Does the City have graphics and branding for the program that has been used in the past? If yes, would the City like to continue to use the same or be offered new graphics and branding? The City has its own graphics and branding. The Solid Waste Education and Outreach Specialist designs, prints, and mails the event flyer to all single family residents. For multifamily residents, an announcement of the event is included in a City-designed newsletter mailed to all multifamily residents.

18) Does the City want branding to match other cities? No.